

RECREATION SPECIALIST

Class Definition

Under supervision, plans, organizes and conducts specialized recreation and/or community service activities.

Distinguishing Characteristics

Incumbents in the Recreation Specialist class plan, organize, and conduct specialized recreation and/or community service activities, e.g., music, drama, dance, arts and crafts, sports activities, teen and senior citizen activities, science programs, and counseling and work shops for juvenile offenders. This class is distinguished from the Community Recreation Assistant and Recreation Leader classes in that incumbents of the latter provide more general (non-specialized) guidance to individuals and groups served.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class).

Plans, organizes and conducts specialized workshops, classes and activities in areas including, but not limited to, sports, music, science, photography, and senior programs.

Supervises, leads and engages in hands-on activities.

Arranges and leads field trips.

Trains and supervises teachers, employees and volunteers in assigned program.

Provides workshops for sports officials and recreation leaders concerning effective techniques and latest rules and regulations.

Maintains and prepares activity reports and attendance records.

Enforces necessary precautions to ensure the safety and welfare of participants, spectators and facilities.

May perform first aid and complete accident reports.

May request donations from community businesses for support of assigned program.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the objectives of organized recreation and community service activities.

Knowledge of one or more specialized recreational and/or community service activities.

Knowledge of necessary safety precautions to be used in recreational and social service activities.

Ability to plan, organize and instruct in one or more specialized recreational activities or specialized community service projects.

Ability to plan, organize and conduct special purpose programs and workshops.

Ability to enforce necessary precautions and ensure the safety and welfare of participants, spectators and facilities.

Ability to maintain effective working relationships.

Skill in teaching and conducting specialized recreational and/or special purpose community service programs.

Minimum Qualifications

Expertise in one or more special recreation and/or special purpose community service activities.

Necessary Special Requirements

Recruitments may be limited to specific area(s) of expertise, as determined by departmental needs.

Valid Cardiopulmonary Resuscitation (CPR) and First Aid Certificates are required within 90 days of date of appointment.

Ability to speak, read and write a designated foreign language, as may be required by community needs.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____